

# International Business Reply



PLEASE COMPLETE USING BLOCK CAPITALS

**Important:** Please read the terms and conditions below and design guidelines overleaf**CUSTOMER DETAILS**

Title ( <i>Mr, Mrs, Miss, Ms.</i> )	Full name	Company
Address		
Postcode		
Tel. (home)	Tel. (work)	Email

**SIGNATURE**

Date
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**THE CARDS ETC. WILL BE ADDRESSED TO**

Name ( <i>if any</i> )
Company
Address

GUERNSEY, UNITED KINGDOM GY1 5RS

To enable us to process this application you will need an account with Guernsey Post. Please complete the **Account Facilities form** available from Customer Services or at [www.guernseypost.com](http://www.guernseypost.com).

For this service you need an annual licence. You pay the normal postage plus 3p premium for every reply received.

Annual licence fee £115.00

Premium per item 3p

## Terms and Conditions

Response items are restricted to 50g per item. Reply cards and envelopes must be pre-printed in accordance with Guernsey Post's guidelines and approved by Guernsey Post prior to printing. Please contact Customer Services on 711720 for details of destinations available for this service.

**Privacy Promise**

Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy promise at [www.guernseypost.com/data-protection-policy](http://www.guernseypost.com/data-protection-policy)

# Design Specifications

You can use these specifications to design an International Business Reply service item. Please note however that Guernsey Post must authorise the proposed design before printing.

- 1 Only cards and/or envelopes are acceptable.
- 2 International Business Reply service items may not weigh more than 50g.
- 3 All printing must be in a dark colour, contrasting with a light background. Dark blue or black on a white background is preferred.
- 4 Dimensions for cards and envelopes:
  - Minimum size 140mm x 90mm (cards and envelopes)
  - Maximum size 148mm x 105mm (cards only)
  - Maximum size 235mm x 165mm (envelopes only)
  - Thickness 250 mm minimum, tolerance to 200 gsm (cards only).
- 5 The name and full address in Guernsey to which all items will be delivered must appear parallel to the length of the item and underneath the horizontal bars. The address must be clear with the words GUERNSEY and UNITED KINGDOM and the postcode printed in CAPITAL LETTERS.
- 6 The face of the reply card or envelope must bear the following details so that items may be readily identified and not treated as unpaid mail.
  - a) Two horizontal lines - to the specifications and positioning shown in the design. The lines must be at least 3mm wide, 80mm in length and 14mm apart from their inside edges (20mm from outside edges) and 15mm from the right hand edge of the item.
  - b) The words 'REPONSE PAYEE' and 'GRANDE-BRETAGNE' must be shown on two lines, between the horizontal, parallel lines described above in 6a. The words must be in capital letters not less than 4mm in height.
  - c) The 'no stamp required' indicator must appear approximately 5mm from the top edge and right edge of the item in an outlined box of 40mm x 30mm. The box must contain the design shown on the item illustrated below.
  - d) An airmail label stating the words 'By Airmail' and 'Par Avion' must appear in the top left hand corner, below which should show the words 'IBRS/CCRI NUMBER'.

Guernsey Post will inform you of the business reply postcode and details which should appear after 'IBRS/CCRI NUMBER'.

- 7 The item should have a white or light shaded pastel background. Vivid colours or dyes containing phosphorescent substances are not permitted.
- 8 Extraneous printing and advertising may appear in the left hand corner of the item and on the rear provided that:
  - It does not fall below the last line of the address on the face of the item
  - It does not mimic the horizontal lines
  - It does not contain another address, complete or not.
- 9 The words 'FREE POSTAGE UP TO 50 GRAMMES' should appear on the back.

